

## CHAPTER 1

### GENERAL INFORMATION

#### A. RESPONSIBILITIES

1. USTRANSCOM. As the DoD single manager for transportation, the USTRANSCOM is responsible for the acceptance, movement, and proper accounting of all traffic tendered to it under the authority of this Regulation. The USTRANSCOM is also responsible for developing and issuing any supplementary guidance or instructions necessary to ensure the requirements and policies in this Regulation remain responsive to mission requirements and are met-as efficiently and effectively as possible.

#### 2. AMC

a. General. As the USTRANSCOM Air Force Component Commander and acting under the direction of the USCINCTRANS, the Commander AMC is responsible for the movement of all traffic from time of acceptance until delivery at the AMC facility nearest the destination. To accomplish this mission, the AMC shall provide terminal facilities, store and trace in-transit traffic, and provide or arrange airlift services for DoD customers where warranted by the frequency, volume, and time sensitivity of traffic requirements. In response to special requirements submitted by the Military Departments, the AMC shall provide SAAM airlift, either commercial or military, at the applicable tariff rate determined by the USTRANSCOM.

b. The AMC shall ascertain that the aerial port liaison officer (**APLO**) or service shipping representative of the sponsoring Military Department has shown eligibility for movement of all offered traffic and that funding data is cited.

c. Joint Airborne and/or Air Transportability Training (**JA/ATT**) provides basic airborne training and proficiency and/or continuation training for movement of passengers and cargo by air in a joint environment. Missions authorized under **JA/ATT** are listed in AMC OPOD 1776, **JA/ATT**.

3. The Chairman of the Joint Chiefs of Staff. Exercises directed by the Chairman of the Joint Chiefs of Staff are strategic mobility and major **Unified** Command-directed exercises with which the Chairman of the Joint Chiefs of Staff is primarily concerned. Airlift costs for these activities are reimbursed to the DBOF-T account by the Chairman of the Joint Chiefs of Staff.

#### 4. Military Departments

a. Traffic offered for movement must have all documentation, including necessary border

clearance and theater or political authorization, Cargo traffic must meet **MILSTAMP** requirements.

b. Unless otherwise specified, the sponsoring Military Department shall move traffic of authorized users to origin aerial ports or other points agreed on with the AMC for pick-up by **DBOF-T** missions. The organization having command jurisdiction over the installation at which the AMC delivery point is located shall arrange for prompt movement of traffic from that point to final destination. The AMC shall not be responsible for the cost of transportation to origin AMC acceptance points or from AMC destination aerial ports to consignees.

c. Each Military Department shall regulate the movement of cargo into air terminals in accordance with terminal and airlift capability as determined by the responsible air terminal commander (medical patients shall be regulated by the Global Patient Movement Requirements Center (**GPMRC**) in CONUS or the Theater Joint Medical Regulating Office discussed in Chapter 5, below).

d. An APLO or service shipping representative may be designated by each Military Department to represent it at an APOE to ensure that the respective Military Department's traffic offered for airlift is authorized in accordance with this Regulation. When an APLO or service shipping representative is not assigned, the AMC shall perform this function within the guidelines prescribed in this Regulation.

## 5. U.S. Air Force

a. The Secretary of the Air Force is the Executive Agent for the Department of Defense in all matters pertaining to special air mission (SAM) **aircraft**, assigned to the 89th Airlift Wing. SAM aircraft shall not be used except when travel is in the national interest and commercial transportation is not available or capable of meeting movement requirements. Missions performed in the interest of the Department of Defense shall be charged to the Air Force. Missions performed for other Executive Departments or Agencies, or for the judicial or legislative branches of the Federal Government, shall be paid by the Government agency or branch requesting airlift unless otherwise directed by the Secretary of Defense.

b. Approval of travel through SAM aircraft shall be by the following:

(1) The Secretary of Defense, or designee, for personnel assigned to the OSD or the Defense Agencies.

(a) Other U.S. Government agents (non-DoD), see Chapter 10.

(b) Non-U.S. Government agents, see Chapter 10.

(2) The Chairman of the Joint Chiefs of Staff, or designee, for personnel assigned

within organizational activities under the jurisdiction of the Chairman of the Joint Chiefs of Staff.

(3) The Secretaries of the Military Departments, or designee, for personnel within their respective Military Department.

(4) White House Officials for their agents/executives. The approved travel requirement is forwarded to the Air Force/DoD and directs airlift scheduling.

c. The Vice Chief of Staff, USAF, is responsible for scheduling SAM aircraft to meet approved requirements.

6. U.S. Army. The Secretary of the Army is the Executive Agent for the Department of Defense in all matters pertaining to the planning, deployment, and employment of military resources in support of civil authorities. Because of this sole responsibility, the costs of military or commercial airlift in connection with these activities shall be financed from Army appropriations. The Director of the Army Staff is the Executive Agent for the Army in all matters in use of Army operational support airlift assets.

## B. RELATED PUBLICATIONS

Many of the passenger travel **eligibilities** described in this Regulation are prescribed for Uniformed Services members in the **JFTR** volume 1 and for civilians in the **JTR** volume 2 (references (b) and (c)). The following issuances contain administrative and operational procedures for traffic granted eligibility by this Regulation:

1. For revenue traffic procedures and the method of processing charges when revenue traffic is transported through aircraft missions financed through the DBOF-T, see AFR 76-8/AR 59-30/OPNAVINST 4630.16C/MCO 4630.13 and DoD 4000.25-7-M (references (g) and (h)).

2. For policy and procedures concerning the U.S. Government rate tariff and its application, see AFR 76-11 and DoD 7220.9-M (references (e) and (i)).

3. For policy and procedures concerning the non-U.S. Government rate tariff and its application, see AFR 76-28 (reference (f)).

4. For administrative responsibilities and procedures for **aeromedical** evacuation, see AFR 164-5/AR 40-535/OPNAVINST 4630.9 C/MCO P4630.9A (reference (j)).

5. For criteria for assigning air movement priorities, see AFR 76-38/AR 59-8/OPNAVINST 4630.18E/MCO 4630.9D/DLAR4540.9 (reference (k)).

6." For administration of Reserve Officer Training Corps (ROTC) activities, see AFR 45-29, AR 145-1, and CNETINST 1533.12D (references (I), (m), and (n)).

7. For policy on use of U.S.-owned foreign currencies for travel and transportation, see **JFTR** volume 1, **JTR** volume 2, and DoD Instruction 7860.9 (references (b), (c), and (o)).

8. For policy governing reimbursement for the use of U.S. Air Force aircraft assigned to Air Force sections of MAAG's, JUSMAG, Missions, and the MAP, or for other reimbursable purposes, see AFR 76-22 (reference (p)).

9. For policies and procedures for administering the Uniformed Services Health Benefits Program, see AFR 168-6, AR 40-3, and BUMEDINST 6320.3B (references q through s).

### **C. USE OF MILITARY AIRCRAFT. INELIGIBLE TRAFFIC. AND RESTRICTIONS**

1. **Commanders' Responsibility**. The commanders at all levels shall exercise prudent judgment to ensure that only authorized traffic is transported and that they do not misuse the authority delegated to them by this Regulation. The commanders and other officials responding to requests for transportation not specifically authorized by this Regulation shall make no commitments concerning prospective travelers or cargo until they receive all required approvals.

#### **2. Ineligible Traffic Procedures**

a. When an order or authorization for movement of traffic (passenger or cargo) which is neither authorized by this Regulation nor approved according to the procedures in this Regulation is presented, transportation shall be denied. The station making the determination shall document the case and forward it through channels to USTRANSCOM TCJ3/J4-LP, 508 SCOTT DRIVE, SCOTT AFB IL 62225-5357 for necessary action.

b. Any traffic transported by DoD aircraft which is ineligible, even though documentation may have been issued, is liable for reimbursement at the **non-U.S.** Government rate tariff according to AFR 76-28 (reference (f)) for all transportation furnished. If any passenger or cargo is challenged for eligibility or authority, every effort shall be made to provide assistance short of delaying a scheduled aircraft.

3. **Restrictions on Use of Unit or Operational Support Aircraft**. Unless requested and authorized under DoD Directive 4500.43 (reference (t)), unit aircraft **shall** not be utilized to transport DoD passengers and cargo. Similarly, the use of unit or operational support airlift aircraft to provide PCS transportation for DoD members or their dependents is not authorized.

#### **4. Pregnant and Post-Partum Mothers and Newborn Infants**

a. Pregnant women up to the 34th week of gestation may be accepted for air transportation unless-medically inadvisable.

b. Women who are 6 weeks, or more, post pax-turn and infants at least 6 weeks old may

be accepted for air transportation unless medically inadvisable. Infants under 6 weeks old and women who are less than 6 weeks post partum may be accepted if considered medically sound and so certified in writing by a responsible medical officer or civilian physician.

5. Unaccompanied Minors. Restrictions on travel by unaccompanied minors vary with types of travel (see Chapters 2, 5, 6, and 7).

6. Passengers on "Non-Transport-Type" Aircraft. Aircraft not designed or normally configured for passenger (nonaircrew personnel) carrying capability, such as, but not limited to, fighter aircraft, are not to be used for passenger travel. This does not restrict use of these type aircraft for orientation flights, as prescribed in Chapter 4 below.

7. Disabled Passengers. Every effort shall be made to transport passengers **with** disabilities who are otherwise eligible to travel. Passenger service personnel and crew members shall provide assistance in loading, seating, and unloading the disabled passenger. Travel may be disapproved by the chief of the passenger travel section or the aircraft commander if there is an unacceptable risk to the safety of the disabled passenger, other passengers or the crew, or if operational necessity or equipment or manpower limitations preclude accepting disabled passengers. Such disapprovals shall be rare. In such cases, air terminal personnel must ensure that the passenger understands why air transport is not possible on the mission in question. When a disabled passenger is denied transportation for the above reasons, and when his or her sponsor or dependent, who is otherwise eligible to travel, accompanies the disabled passenger to assist in his or her needs, travel shall be approved if such assistance will eliminate the reasons for denying travel.

#### D. BAGGAGE

1. Timeliness. Baggage must arrive at the APOE either with the traveler or sufficiently in advance to permit the owner to document and offer it for movement as "accompanied baggage."

##### 2. Allowances

a. Normal Free Checkable Baggage Allowance. Duty and space-available passengers are authorized two pieces of checked baggage and one carry-on piece. Checked baggage may not exceed 62 linear inches (length plus width plus height) or 70 pounds for each piece. Carry-on baggage must fit under the seat and may not exceed 45 linear inches (length plus width plus height). For duty passengers only, a duffel bag, sea bag, B-4 bag, flyer's kit bag, or diver's traveling bag, any of which exceeds 62 linear inches, maybe substituted for one of the 62 linear inch items.

b. Excess Baggage Allowance. When authorized by Service regulations or directives, an excess baggage allowance may be included in an individual's orders. Excess baggage shall be stated in terms of number of pieces, not by weight. Use the formula of 70 pounds for each piece

and round to the next highest whole piece to determine the number of pieces necessary. For example, if 100-pounds excess is needed, then two pieces of excess baggage are authorized. Excess baggage is not authorized for space-available passengers.

c. Unauthorized Excess Baggage. Baggage which exceeds the normal baggage allowance without proper authorization may be accepted for shipment at the discretion of air terminal representatives. Passengers owning such baggage will be charged the appropriate excess baggage fee. Air terminal representatives are authorized to refuse to accept baggage in excess of that authorized. Disposition of unauthorized baggage not accepted for shipment shall be the personal responsibility of the owner. Shipment may be made at personal expense through postal facilities or commercial transportation companies. If shipment is otherwise authorized to be made at Government expense, arrangements for forwarding may be made with the APOE transportation officer.

d. Patients. Patients are limited to two pieces of baggage not to exceed 70-pounds each.

e. Baggage Allowance Restriction. To maximize seat availability, terminal personnel may further restrict passenger baggage allowances when air transportation services are provided by an activity not financed through the DBOF-T.

f. Other Modes. This Regulation limits only the baggage that may be carried by passengers traveling on DoD aircraft. It does not restrict or increase the baggage allowance that may be prescribed by other directives for shipment by other modes.

3. Firearms and Ammunition. Unloaded personal firearms and small arms ammunition may be carried as checked baggage within the authorized weight allowance as long as they are in compliance with the laws and regulations of the United States, foreign governments, the Department of Defense, and the Military Departments. The Military Departments shall establish procedures which require the passenger to identify the items to passenger service personnel or their equivalent at the time of processing for flight and which ensure that the items are in checked baggage, or otherwise adequately secured, so as to be inaccessible to passengers while they are aboard the aircraft.

## E. DRESS, CONDUCT, AND STANDARD OF SERVICE

1. Dress. The wearing of the uniform on DoD aircraft by members of the Uniformed Services on active duty, members of the Reserve components not on active duty, and authorized foreign military personnel shall be governed by the directives of the Service concerned and by DoD 4500.54-G, "Foreign Clearance Guide" (reference (u)). When civilian clothing is worn, it shall be in good taste and not in conflict with accepted attire in the overseas country of departure, transit, or destination.

2. Conduct. Under no circumstances shall a passenger be accepted for transportation or be

permitted to board an aircraft if he or she is unruly, under the influence of alcohol or narcotics, may create a hazard to the safety of the aircraft or passengers, or is a disruptive influence.

3. Standard of Service. The DoD Components shall establish and maintain standards of appearance, conduct, and service for flight and ground personnel who come in contact with customers of the airlift system which shall ensure professional, courteous, and responsive service.

## F. ANIMALS

### 1. Seeing Eye Dogs

a. Transportation of a dog properly trained to lead the blind, and officially identified by a bona fide organization which trains or registers such dogs, is authorized without charge when accompanying its blind owner who is otherwise authorized transportation under this Regulation.

b. The dog must be properly harnessed to lead a blind person, muzzled to safeguard other passengers and crew members, remain at the blind person's feet, and not create a safety hazard to others by being in the aisle. The dog shall be permitted to accompany the owner *in the* cabin, but may not occupy a seat or be in the galley area. Sanitation must be maintained at all times.

c. Transportation of seeing eye dogs shall be subject to country quarantine procedures. When it is necessary to detain the animal pending determination of its admissibility, the owner shall provide detention facilities satisfactory to the cognizant quarantine officer. The owner shall bear the expense of such detention, including necessary examinations and vaccinations, and other expenses incurred due to the dog's accompanying the owner.

2. Pets. Passengers traveling under PCS orders maybe allowed to ship their pets at their own personal expense. For this privilege, pets are defined as "dogs and cats only", and are limited to two for each family. Requests to deviate from this policy, i.e. number, type, or weight of pets, will be submitted through Semite Headquarters to AMC for consideration.

a. Owner Responsibilities. The owner of the pet(s) is responsible for the preparation and care of the animal and for all documentation, immunization, and border clearance requirements including quarantine. The owner shall provide a pet shipment container approved by the International Air Transport Association of sufficient size to allow the animal to stand up, turn around, and lie down with normal posture and body movements.

b. Aircraft Operator Responsibility. The DoD Component operating the aircraft shall "ascertain that the means and facilities exist at origin and destination to permit the owner to accomplish\_ his or her responsibilities before accepting the animal for shipment. The operator of the aircraft shall establish procedures to ensure that the pets accepted for movement are stowed in areas heated and pressurized adequately to sustain health and comfort according to accepted commercial industry practice.

3. Other Animals. There is no restriction on shipping other animals aboard DoD aircraft for official purposes if they meet all criteria for shipment of official cargo established by this Regulation. Animals shall be housed, caged, and shipped in a humane fashion consistent with law and industry standards.

#### G. FORMS (SEE APPENDIX A)

1. DD Form 1381. "Air Transportation Agreement." Before travel aboard aircraft operated by an activity not financed through DBOF-T, the DD Form 1381 shall be executed by the **non-**DoD personnel specified in Chapters 2,3,4,5, 8, and 10, below, when their flight originates in a foreign country. NATO member national personnel traveling in the performance of official duties are exempt from this requirement. The completed DD Form 1381 shall be attached to the passenger manifest and filed at the point of origin. Sponsors will execute DD Form 1381 for minor dependents or individuals incapable of signing for themselves.

2. DD Form 1839. "Baggage Identification." All checked and carry-on baggage shall be identified with required data clearly annotated on the DD Form 1839. When the DD Form is unavailable, substitute tags, such as those used in the commercial aviation industry, may be used.

3. DD Form 1853. "Verification of Reserve Status for Travel Eligibility." Members of the Reserve components traveling under the provisions of Chapter 6, below, shall have a completed DD Form 1853 in their possession at all times.

4. Boy Scouts of America. "Parent/Guardian Consent Form for Aviation Flights." Explorer Scouts participating in an orientation flight under the provisions of Chapter 4, below, shall present a completed Parent/Guardian Consent Form for Aviation Flights before the flight.

5. Supply of Forms. DD Forms 1381, 1839, and 1853 shall be made available to users by forms management officers of the DoD Components. To ensure availability to users, forms management officers are encouraged to permit local reproduction of these forms. The Parent/Guardian Consent Form for Aviation Flights shall be obtained from the individual's Scout Troop.